

## National Minimum Wage change 1<sup>st</sup> October how to amend in BrightPay

For hourly rates that were set up at employer level in BrightPay simply amend the rate in the employer utility > hourly rates (*this change will automatically update all employees currently assigned to that hourly rate*)

Minimum Wage  
£ 6.70 / hour

Description Minimum Wage

Rate £ 6.70 per hour

Overtime ☐ This is an overtime rate

### Hourly rates at employer level

This utility allows users to set up default hourly rates that will be available for selection when processing each employee's payslip.

Access the Employer Utility:

- **To add a new hourly rate** – select **Hourly Rates** on the menu toolbar, followed by **New**. Enter an applicable description and the rate per hour. If the hourly rate is to be classified as an overtime rate, tick the box provided. Click **Save**.
- **To view or edit an Hourly Rate** – select **Hourly Rates** on the menu toolbar. Select the hourly rate from the listing and view/amend accordingly. Click **Save Changes**.
- **To delete an Hourly Rate** – first select **Hourly Rates** on the menu toolbar. Select the hourly rate from the listing and click **Delete** on the menu toolbar. Click Yes to confirm you wish to delete the hourly rate.
- **To view which employees have been assigned to a particular Hourly Rate** - select **Hourly Rates** on the menu toolbar, followed by **Where Is It Used?** Select the hourly rate from the listing. Employees who have been assigned to the hourly rate chosen will be displayed on screen.

*Please note hourly rates can be set up at employer level at any time, assigned to employees and outdated hourly rates deleted.*

### To delete hourly rates

Access the Payroll Utility:

- Select employee
- Click “edit” button opposite the hourly rate description
- Select delete

